

POTTSGROVE SCHOOL DISTRICT
NON-UNION CLASSIFIED EMPLOYEE
COMPENSATION & BENEFITS PLAN

The following compensation and benefits plan shall be in effect: July 1, 2023 -
June 30, 2026

For the purposes of this plan the term "Non-union Classified Employee" shall include
the following positions within the Pottsgrove School District:

Non Certified School Nurse

Building Aide

In School Support Monitor

Intervention Tutor

Instructional Assistant I

Instructional Assistant II - Special Education, Regular Education, Kindergarten

Library Assistant

Duty Aide

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DEFINITIONS

Full-time non-union classified employee:

An individual who is regularly scheduled to work at least seven (7) consecutive hours per day for at least 181 days each fiscal year (at least 1267 hours per year).

Part-time non-certified classified employee:

An individual who is regularly scheduled to work less than seven (7) consecutive hours per day for at least 181 days each fiscal year (less than 1267 hours per year).

WORK DAY | WORK YEAR

The workday for full-time employees shall be seven and one-half (7.5) hours inclusive of a thirty-minute, unpaid duty-free lunch (7 hours paid duty and ½ hour unpaid lunch).

Those individuals working less than five (5) hours per day, five days per week (in a single assignment), on a regular basis are considered part-time and are not entitled to any fringe benefits unless otherwise indicated in this plan.

Non-certified school nurses, and intervention tutors shall work every day of the approved school calendar for all teacher days (typically 189 days).

Instructional assistants I & II, library assistants, building aides, in-school support monitors, and duty aides shall work every day of the approved school calendar for all student days and the opening staff day (typically 182 days). Additionally, they may be required to participate in professional development as determined by the supervisor (up to a total of 185 days). The employee will receive compensation for such work.

WORK SCHEDULE

Work schedules (start/end times) for employees are determined based on job requirements by the immediate supervisor. Staffing needs and demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and each week.

VACANCIES

Position openings for classified positions within the district shall be listed by the appropriate job description and will be communicated to all employees by an appropriate notice.

NEW EMPLOYEES

Salary

In computing the salary of a new employee, consideration will be given for employees holding a professional (teaching) certificate.

Probation Period

A new hire has a ninety (90) day probationary period. During the provisional period, the employee shall be evaluated by the individual's immediate supervisor for satisfactory performance. If the individual is found unable to satisfactorily perform the duties of the new position in the opinion of his or her immediate supervisor, the new hire will be released from employment in the Pottsgrove School District.

ATTENDANCE/TARDINESS

Regular and timely attendance is essential to successfully operating the Pottsgrove School District. As such, regular and timely attendance at work is a mandatory requirement for employment within the District. If for any reason, an employee is unable to report to work, he or she must enter the absence in Frontline Absence Management. If the employee is unable to access Frontline Absence Management, he or she must notify his or her immediate supervisor and Human Resources of the reason necessitating the absence or tardiness prior to the scheduled start of their workday, or if that is not possible, as soon as is practicable under the circumstances.

Any employee who is aware that they may require the use of sick leave for a period of more than five (5) work days must also notify the District (in advance if possible) by completing a Leave of Absence form in Frontline Central, prior to said leave as well as any appropriate Family Medical Leave Act (FMLA) forms in advance for any pre-scheduled procedures or immediately upon return for any other unexpected absences. These forms will be available in Frontline Central under the "Forms I Can Start" tab. No leave will be approved until such time as the appropriate documentation is submitted. Additionally, it is required that a doctor's note releases an employee to return to work after any scheduled surgery or lengthy leave beyond five (5) work days.

Any employee who is absent due to an on-going intermittent and/or chronic condition who is under a doctor's care must notify the District as soon as possible.

The District reserves the right to request verifiable absence information for absences less than (5) work days as deemed necessary.

It is the responsibility of the employee to monitor the use of sick and/or emergency leave. Further, it is the responsibility of each employee to VERIFY time taken by reviewing their Frontline Absence Management portal on a regular basis.

Employees who do not receive paid sick days will be permitted to use up to 10 unpaid days per year.

If an employee uses all designated paid leave time, including sick and emergency days, the Human Resources office will then follow the administrative regulation for unpaid time.

Employees who are absent or tardy without providing requisite notification will be subject to disciplinary action up to and including termination. Employees who are absent three consecutive work days without notification to his or her immediate supervisor will be deemed to have resigned their position with the Pottsgrove School District and will be terminated from employment.

COMPENSATION

The Compensation for Classified Employees' Classifications effective July 1, 2023 are outlined in Appendix I (Increase based on Evaluation) and Appendix II (Starting Salaries and Maximum Salaries)

Classifications are defined as follows:

	Classified Positions
Classification I	Duty Aide
Classification II	Instructional Assistant I Library Aide
Classification III	Instructional Assistant II Building Aide In School Support Monitor
Classification IV	Registered Behavior Technician
Classification V	Non-Certified Nurse Intervention Tutor

Employees that are currently being paid beyond the hourly rate listed for their range and step will be frozen at their current hourly rate until such time that the appropriate rate (according to range and step) is beyond the current hourly rate.

Market data and market movement will be considered as part of the review of the salary matrix when the Classified Compensation and Benefit Plan is up for renewal. The Board reserves the right to make any adjustments as needed.

MILEAGE REIMBURSEMENT

When an employee utilizes a private vehicle in conjunction with District activities, the employee shall be compensated for mileage at the approved District rate.

MEDICAL PLAN, LIFE INSURANCE, DENTAL COVERAGE

Pottsgrove School District agrees to offer members of the classified group the same medical care plans offered to the teachers of Pottsgrove School District. In addition, the Board will contribute the same percentage of the premium cost for full-time employees electing coverage as is set forth in the collective bargaining agreement then in effect for the teachers of Pottsgrove School District.

The balance of the premium cost is to be paid through mandatory payroll deductions under a Section 125 Plan.

The benefit design for years (2023-2026) is outlined as follows:

Health Benefit Plan	7/1/2023 – 6/30/2024	7/1/2024 – 6/30/2025	7/1/2025 – 6/30/2026
Personal Choice 310	87% of premium cost for the time period in question	86% of premium cost for the time period in question	85% of premium cost for the time period in question
520/80/50	95% of premium cost for the time period in question	94% of premium cost for the time period in question	93% of premium cost for the time period in question
Personal Choice 10/20/70	79% of premium cost for the time period in question	78% of premium cost for the time period in question	77% of premium cost for the time period in question

The Board shall also provide this classified group with the same dental, vision and prescription plans offered to the teachers of the Pottsgrove School District. The Board shall contribute the same percentage of the premium cost for these benefits for full-time employees as set forth in the collective bargaining agreement then in effect for the teachers of Pottsgrove School District.

Part-time employees working less than five (5) hours per day and less than nine hundred and five (905) hours or more per year are NOT eligible to enroll in the District's medical care program. Part-time employees consistently working 5 hours or more per day and nine hundred and five (905) hours or more per year but less than seven (7) hours per day and twelve hundred sixty-seven (1267) hours or more per year will qualify for benefits based on a pro-rata share (i.e. the Board will contribute a percentage of the premium cost for part-time employees who enroll in the District's medical care program). This percentage will be the lesser of the percentage contributed for full time employees or the percentage calculated by taking the employees' annual hours and dividing by 1,267 which represents full-time status.

Full time Employees will receive a \$1,000.00 payment in lieu of Medical and Prescription Plans, when requested by September 1, and spouse is not employed by the district. Full time Employees will receive a \$25.00 payment in lieu of Vision Plan and a \$25.00 payment in lieu of Dental Plan, when requested by September 1, and spouse is not employed by the district.

Non-union classified employees will receive a Life Insurance benefit (\$42,000) provided that they are regularly scheduled to work at least twenty hours per week.

LUNCH PERIOD

Scheduling of the 30 minute unpaid lunch period shall be done with the approval of the individual's immediate supervisor.

SICK LEAVE

Employees must enter and report their illness in Frontline Absence Management and report it to the appropriate person as soon as possible each day unless definite arrangements have been made with the administrator in the case of a prolonged illness.

Full time employees will be granted ten (10) sick days per year (one day a month). Any unused sick leave will be cumulative from year to year without limitation. All or any part of such accumulated unused sick leave may be taken in any one or more school years.

Part time employees consistently working less than full-time but twenty four (24) or more hours per week, will receive five (5) paid sick days per school year ($\frac{1}{2}$ day per month). Part time employees consistently working less than twenty four hours per week during a school year are not eligible for paid sick leave. Unused sick leave can carry over to the following year.

SEVERANCE PAY

At the termination of employment with the school district, \$30.00 per day for any unused sick leave, up to a maximum of 175 days, will be paid to the employee via a non-elective employer contribution into a 403b of the employee's choice.

Subject to the following conditions:

- a. Upon retirement under provisions of the Public School Retirement System.
- b. To be paid to the designated beneficiary in the event of the death of the employee while in the employ of the district.

BEREAVEMENT DAYS

Whenever an employee shall be absent from work due to a death in the immediate family, there shall be no deduction in pay on the day of death up to and including the day after the funeral, not to exceed 4 days. The immediate family shall be defined as parent, brother, sister, son, daughter, son-in-law, daughter-in-law, parent-in-law, husband, wife, or any relative residing in the home of the employee, or any person with whom the employee has made his home.

The death of a near relative entitles the employee to one day off with no deduction in pay. A near relative shall be defined as a cousin, grandparent, grandchild, aunt, uncle, niece, nephew, brother-in-law, or sister-in-law, of the employee or spouse of the employee.

HOLIDAYS

Non-union classified employees will be paid their regularly scheduled hours on the following holidays:

Year 1 — Thanksgiving

Year 2 — Christmas

Year 3 — New Years

Year 4 — Good Friday

EMERGENCY DAYS

Non-union classified employees will receive two Emergency days per year.

SCHOOL CLOSINGS

Non-union classified employees will not be paid when the scheduled school day is canceled. In addition, non-union classified employees will be paid only for time worked in the event of an early dismissal or delayed opening.

TEACHER CERTIFICATION PROGRAM FOR CLASSIFIED EMPLOYEES

It is the District's intention to incorporate a pilot program for Classified employees interested in attaining a teaching certification. Please ask Human Resources for more information about this program.

RBT CERTIFICATION REIMBURSEMENT

The District will reimburse currently employed classified staff for the initial cost of the Registered Behavior Technician (RBT) certification upon successful completion. Currently employed classified staff must be selected for a RBT position to be eligible for reimbursement. Newly hired, external RBTs will not be reimbursed for their RBT certifications. Any person taking reimbursement of the RBT certification must remain in the employ of the school district for one full calendar year after successful completion of RBT certification, or the person must reimburse the Board of School Directors for monies received. If any person leaves within two years of receiving the RBT certification reimbursement, they must reimburse 50% of the monies received. Extenuating circumstances will be considered by the Superintendent.

Recertification costs or continuing education for the RBT certification are not reimbursable by the district.

PERSONNEL FILE

An employee shall have the opportunity to review his/her personnel file upon request and submit a written rebuttal to any material derogatory to the employee's conduct, service, character, or personality.

EVALUATIONS

Every employee shall be evaluated annually by the supervisor designated for the position.

A conference shall be conducted with the employee to discuss the evaluation. The employee shall be provided a copy of the evaluation.

No employee shall be required to sign a blank evaluation form or report. An employee's signature on a completed form means only that the employee has reviewed the evaluation.

Any employee who receives an unsatisfactory or needs improvement rating for the year will not receive any adjustment to their salary for the following year.

All areas not specifically addressed and/or identified in this plan shall be followed as set forth in the Pottsgrove School District Board Approved Policy Manual.

Appendix I – Salary Increases Based on Employee Evaluation

Salary Increase based on Evaluation for the 2023-2024, 2024-2025 and the 2025-2026 School Years

Performance:

EXCEEDS EXPECTATIONS +2.5%

The Classified employee demonstrates distinguished performance in relation to job duties and responsibilities. The employee delivers extraordinary accomplishments in their role as measured by results, consistent work quality, quantity and timeliness in all areas of responsibility. Their contributions have made an outstanding impact on the achievement of department and District priorities. Employee exhibits mastery in all dimensions of role and responsibilities. Serves as an inspirational role model for behaviors consistent with Pottsgrove School District’s mission and values.

MEETS EXPECTATIONS +2.0%

The Classified employee demonstrates proficient performance which meets expectations in relation to job duties and responsibilities. The employee meets established expectations as measured by results, work quality, quantity and timeliness in areas of responsibility. He or she exhibits proficiency in most dimensions of the work performed, achieves and occasionally exceeds established goals. Demonstrates behaviors consistent with Pottsgrove School District’s mission and values.

MEETS W/NEEDS +1.0%

The Classified employee demonstrates performance which needs improvement in relation to job duties and responsibilities. The employee is inconsistent in meeting most established expectations in terms of results, consistent work quality, quantity and timeliness in one or more important areas of responsibility, and/or one or more of the most critical duties were not met. Behavior may not be consistent with Pottsgrove School District’s mission and values. Continued development and improvement is required in key areas of the job in order to successfully meet expectations.

UNSATISFACTORY 0.0%

The Classified employee demonstrates failing performance in relation to job duties and responsibilities. The employee does not meet minimum established expectations in results, consistent work quality, quantity and timeliness in all important areas of responsibility, and/or fails to achieve reasonable progress toward critical goals. Behavior may not reflect Pottsgrove School District’s mission and values. Significant improvement is needed in most areas of the job in order to successfully meet expectations.

Appendix II — Positions, Starting Salaries and Maximum Salaries

	Classified Positions
Classification I	Duty Aide
Classification II	Instructional Assistant I Library Aide
Classification III	Instructional Assistant II Building Aide In School Support Monitor
Classification IV	Registered Behavior Technician
Classification V	Non-Certified Nurse Intervention Tutor

Classified Staff Group	Salaries					
	Starting Salaries			Maximum Salaries		
	2023-2024	2024-2025	2025-2026	2023-2024	2024-2025	2025-2026
Classification I	\$14.78	\$14.93	\$15.22	\$18.00	\$18.00	\$18.00
Classification II	\$15.77	\$15.92	\$16.24	\$21.00	\$21.00	\$21.00
Classification III	\$17.18	\$17.35	\$17.70	\$23.00	\$23.00	\$23.00
Classification IV	\$20.77	\$20.97	\$21.39	\$26.00	\$26.00	\$26.00
Classification V	\$24.53	\$24.78	\$25.27	\$30.00	\$30.00	\$30.00